



The Knox County Community Health Center Co-Applicant Board meeting was held at the Knox Public Health building and on a Zoom online platform. The following were in attendance:

Board Members:	Knox County Public Health / Health Center:
Jay Nixon, President	Lane Belangia, CEO
Mike Wythe, Pro-Tem	Zach Green, Health Commissioner
Peg Tazewell, Secretary	Alayna Mowry, Communications Coordinator
Todd Hawkins, Treasurer	Deanar Sylvester, Clinical Director
Jeff Laughlin	Joyce Frazee, HR Director
Jim Lenthe	Katie Hunter, Fiscal Director
Kelly Bailey	Nan Snyder, QI/QA Coordinator/ Data Manager
Linda Hillier	Nicole Lybarger, Admin Assistant
	Shanea Mantel, Financial Analyst
	Michelle Rowe, Office Coordinator
Absent:	Stacy Gilly, Behavioral Health Supervisor
Bruce White	Joyce Frazee, HR Director
Lori Jones-Perkins	
Patricia Burdette	Absent:
	Jessica West, Dental Supervisor
	Ron Martinson, MD
Guest:	

1. Convention

1.1. Call to Order

The Meeting was called to order by President, Jay Nixon, at 11:35 a.m.

1.2. Acceptance of Agenda

Jim Lenthe made a motion to accept the agenda. Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

1.3. Approval of March 16, 2023 Board Minutes

Jim Lenthe made a motion to approve March 16, 2023, KCCHC Board Minutes. Mike Wythe seconded the motion; Discussion; in the negative, none. The motion was approved.

1.4. Public Participation- None

2. Special Reports (written reports provided)

- Marketing- Alayna Mowry
 - Alayna Mowry reported that the KCCHC would have the Danville High School students paint a mural behind the new Danville Medical Center reception. The students provided four mural options. KCCHC will take a vote on the mural before the ribbon cutting. The Danville Medical Center will also have an outdoor mural later; KCCHC is excited to continue the relationship with Danville High School.
 - For additional information, see Attachment 3 - [Marketing Report](#)
- Quality Coordinator- Nan Snyder
 - For additional information, see Attachment 1 - [QI Data Report](#)
- Clinical - Deanar Sylvester
 - For additional information, see Attachment 3 - [Clinical Report](#)
- Dental - Jessica West
 - Lane Belangia reported on the Dental Department's success in completing all the 3rd graders out of 490 there were 199 screened students: significant participation and kudos to the dental team.
 - For additional information, see Attachment 4 - [Dental Report](#)
- Behavioral Health - Stacy Gilley

- Jay Nixon asked to follow up with Stacy Gilley after reading her written report.
- For additional information, see Attachment 6 - [Behavioral Health Report I](#)
- For additional information, see Attachment 7 - [Behavioral Health Report II](#)
- Finance Reports – Shanea Mantel
 - Shanea Mantel informed the board that the service fees did increase.
 - For additional information, see Attachment 8 - [Finance Report](#)
 - For additional information, see Attachment 9 – [Revenue & Expense Report- March 2023](#)
 - For additional information, see Attachment 10- [Aging Summary Snapshot- March 2023](#)
 - For additional information, see Attachment 11- [Statement of Earnings- March 2023](#)
- Human Resources- Joyce Frazee

Discussion: Jim Lenthe asked how Joyce Frazee's numbers compared to other health centers. Is anyone close to retirement? Joyce Frazee stated yes that these numbers included retired employees. However, the numbers were not compared to other health centers.

Mike Wythe then asked whether the health center has a terminations category that includes retirements. Joyce stated yes the terminations category included retired employees in the Human Resources number.

Todd Hawkins noted that the percentages are low and not alarming due to the current employment trend. I.e. Some employees become stay-at-home parents, a new job with a higher salary, etc.

Jay Nixon asked whether KCCHC was on the same track as the hospital regarding hiring and terminating providers, nurses, etc. Joyce Frazee stated yes. She informed the board that two years is long-term employment for the younger generations.

Jay Nixon then asked if everyone was on Opers. Joyce said that everyone that's a Knox Public Health employee is a part of Opers.

Peg Tazewell asked about the administrative assistants' new titles (Patient Service Representatives). Joyce Frazee informed her that these employees conduct paperwork, customer services, etc.

Joyce Frazee informed the Co-Applicant Board that the Board of Health approved a new job title classification.

Approval for new job classification work with Nan Snyder regarding a Value-Based Service reimbursement model to contact patients such as recurring appointment reminders.

- CEO Report - Lane Belangia (Verbal)
 - The Early Childhood Developmental Grant is due on April 18th, 2023. Lane Belangia thanked Peg Tazewell for the letter. Add to our application on Sunday. KCCHC should hear in a few months. This will give KCCHC the capability to hire two new behavioral health counselors for 0-5 year-olds with mental or physical ability—to counsel patients. The waitlist is approximately 40 patients. We are behind one counselor currently.
 - The Danville Medical & Dental Centers
 - The Danville Medical and Dental construction is finishing up.
 - The ribbon cutting will occur on May 18th from 2:30 p.m-4:30 p.m.
 - KCCHC Business Plan 2023 - 2025
 - The business plan includes the Strang Glass Project over the next two years. It wasn't easy to forecast the revenue realistically in two years. The business plan provides insight into the thought process for the KCCHC's future. Other services include radiology, in-house pharmacy for a real-time turnaround, and staffing dynamic. Strang Glass will be able to accommodate those needs.
 - Discussion: Linda asked if KCCHC would have an optometrist. Lane currently stated that we don't have an in-house optometrist. It was separate from the business plan if an opportunity arose. These are challenges for people with or without insurance. Peg Tazewell stated that Headstart has an AEP program for a child that doesn't have glasses, a Headstart family, or an app for electricity. \$20k. Grant to buy a screener when they started the program. LPN on staff that conducts the screening. The difficulty is that they refer to parents and don't take them seriously. Peg Tazewell said that Headstart always follows the rules. Jay Nixon stated he refers kids to Jim Enich in Mount Vernon.
 - For additional information, see Attachment 11- [KCCHC Business Plan 2023-2025](#)
 - For additional information, see Attachment 12 - [CEO Report](#)

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Peg Tazewell made a motion to approve the Income and Expenses for March 2023. Todd Hawkins seconded the motion; in the negative: none. The motion was approved.

3.2. Contracts

3.2.1. Contract with Dimension Healthcare Consulting to provide cost reporting services for the Knox County Community Health Center for Medicaid, Medicare and Alternative Payment Methods at \$150/hour with an annual maximum of \$19,200, effective May 1, 2023 through April 30, 2024.

Peg Tazewell made a motion to accept the approval of the Contract with Dimension Healthcare Consulting to provide cost reporting services for the Knox County Community Health Center for Medicaid, Medicare and Alternative Payment Methods at \$150/hour with an annual maximum of \$19,200, effective May 1, 2023 through April 30, 2024. Mike Wythe seconded the motion; in the negative: none. The motion was approved.

3.2.2. Accept the approved Contract Agreement between Chronic Care Staffing, LLC and Knox Public Health for CMS General Care Management Services at a rate of \$32 per visit not to exceed \$12,000 for 12 months for the period of 5-1-2023 to 4-30-2024. - Pending Legal Approval

Mike Wythe made a motion to Accept the approved Contract Agreement between Chronic Care Staffing, LLC and Knox Public Health for CMS General Care Management Services at a rate of \$32 per visit not to exceed \$12,000 for 12 months for the period of 5-1-2023 to 4-30-2024. - Pending Legal Approval. Jim Lenthe seconded the motion; in the negative: none. The motion was approved.

Deanar Sylvester stated that Chronic Care Staffing would provide clinical outreach calls for KCCHC's Medicare population with chronic care, such as phone calls, scheduling, provider communication, patient back for annual visits, etc. KCCHC currently needs more in-house staffing to accommodate these needs.

Discussion: Jay Nixon asked if it's tied to a specific measurement. Nan Snyder confirmed that it's connected to the UDS measures. Deanar reported these are required Medicare Visits which are reimbursable. We are not currently providing these but this contract will help up begin

- 3.2.3.** Accept the approved Contract Agreement between the United US and the Knox County Community Health Center for a community resource platform non-monetary effective 3-1-2023 to ongoing.

Peg Tazewell made a motion to Accept the approved Contract Agreement between the United US and the Knox County Community Health Center for a community resource platform non-monetary effective 3-1-2023 to ongoing. Jim Lenthe seconded the motion; in the negative: none. The motion was approved.

Lane Belangia stated that the health information platform is a network that allows KCCHC's providers to see patient information from another location. It ties KCCHC to the community network.

Discussion: Peg Tazewell asked if it was the same program United Way discussed. Lane Belangia confirmed that it's the same program. Nan Snyder added that the program would work with our EMR. Lane Belangia informed Peg Tazewell that the original contract verbiage needed to align with KCCHC. He'd offer to forward that contract to her if Headstart still intended to join. Jay Nixon then asked if KCCHC had somewhere for the patient to sign to avoid a lawsuit. Zach Green stated that KCCHC was responsible for its actions.

3.3. Board Approvals

- 3.3.1.** Accept the approval for Co-App Board Meeting Schedule change effective June 21, 2023.

Mike Wythe made a motion to approve and accept the Co-App Board Meeting Schedule change effective June 21, 2023. Jim Lenthe seconded the motion; in the negative: none. The motion was approved.

- 3.3.2.** Approval of amendment to business service contract with KCH for providing a medical director for the BOHs community health center, addition of a collaborating physician for the KCCHC CNP Midwife not to exceed \$12,000 for 12 months for the period of 2-1-2023 to 1-31-2024.

Mike Wythe made a motion to approve and accept the amendment to business service contract with KCH for providing a medical director for the BOHs community health center, addition of a collaborating physician for

the KCCHC CNP Midwife not to exceed \$12,000 for 12 months for the period of 2-1-2023 to 1-31-2024. Jim Lenthe seconded the motion; in the negative: none. The motion was approved.

- 3.3.3.** Accept the approval for out of state travel including: Deanar Sylvester and Nan Snyder to Boston for an eClinicalWorks conference not to exceed \$5,000 from May 3, 2023 through May 5, 2023.

Mike Wythe made a motion to approve and accept the out of state travel including: Deanar Sylvester and Nan Snyder to Boston for an eClinicalWorks conference not to exceed \$5,000 from May 3, 2023 through May 5, 2023. Jim Lenthe seconded the motion; in the negative: none. The motion was approved.

4. CEO has signed:

- 4.1. Agreement renewal with Burgie MediaFusion LLC., for marketing services with a monetary value not to exceed \$12,600, effective May 1, 2023 through October 31, 2023, renewing automatically every six months.

Discussion: Lane Belangia informed the board that KCCHC shouldn't use Burgie Media at this level in the future. This contract was specific to the rebrand project. Jay Nixon asked about renewing this project after six months. Lane Belangia informed the board members that this contract will be removed in October.

5. Board Information Non-Action Items

5.1. Co-App Board Meeting Schedule Update

Lane Belangia informed the board members the meeting series would be moved to the Third Wednesday of each month effective for the June meeting.

5.2. Personnel:

- 5.2.1.** BOH accepted the approval of hire of Alyson Tucker, LPN, effective April 3, 2023
- 5.2.2.** BOH accepted the approval of hire Mike Scott, Facility/Maintenance Coordinator, effective April 10, 2023
- 5.2.3.** BOH accepted the resignation of Becky Willmann, LPN, effective March 29, 2023

6. Knox Public Health Update (Zach Green)

- New Maintenance Employee
 - New maintenance employee Mike Scott has numerous years of experience overseeing downtown facilities and overseeing the East Knox School facility. He's only been at KPH for ten days, working with contractors, etc., and Zach Green looks forward to how Mike Scott benefits in the future.
- Phone System
 - KPH is migrating to a new phone system.
- Facilities
 - The Fiscal and Health Center's Administration moved and became operational in the new house at the end of March. This move has provided more space at the Health Department's main location in 7 years.
 - Strang glass shop's goal is for the bid package to go out in mid-May—30-day notice to solicit bids. The Board of Health should vote on it at the June meeting and start construction on 7/1. Zach Green thanked Lane and the team for being part of those meetings. Jay Nixon asked if Simona Moore's CLinic lease was up in December 2023. Zach Green confirmed it's up then, and suppose we meet the July 1st construction. The Moore Family Clinic will be able to relocate to the Strang Building. And if not, KCCHC will need to discuss staying in the building monthly.
 - The Danville Medical Center looks beautiful.
 - Linda Hillier asked who the contractor was. Zach Green confirmed that Green Valley Architect Firm was awarded the project to remodel the Strang Glass building.
 - Linda Hillier informed the Co-Applicant Board that there are rumors of there being two Knox County Health Departments. Lane Belangia and Zach Green informed Linda Hillier that there will not be two separate Health Departments.

7. Adjournment

Having no further business Jim Lenthe made a motion to adjourn the meeting. Linda Hillier seconded the motion; in the negative: none. The motion was approved.

The meeting adjourned at 12:25 p.m.

Jay Nixon, President

Mike Wythe, Pro-Tem